

## Report Analysis and Consolidation

### COURSE NUMBER 14027

For information about this course, contact:  
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### DESCRIPTION AND LEARNING STRATEGY

This correspondence study course is designed for use by employees who occupy staff positions or who are preparing themselves for entry into staff or managerial positions. It deals with the various purposes of reports, their appropriate formats, and the proper organization of data from which logical conclusions, relevant to the purpose of the report, can be drawn.

This course highlights the types of errors which occur due to the improper presentation of data, or the presentation of data that are improperly weighted or only obliquely related to the report purpose. In that regard, the course explains the DOs and DON'Ts of the various types of graphical illustrations of statistical data leading to accurate interpretation.

Specific course modules include:

- Report Purposes, Types, and Formats
- Data Organization and Presentation
- Statistics and Data Interpretation
- Presentation of Statistical Data
- Report Simplification and Consolidation

### OBJECTIVES

At the conclusion of this workshop, participants will enhance the following skills:

- Describe the various purposes of reports.
- Select appropriate formats for each of the major types of reports.
- Organize, in an orderly fashion, the data to be presented to support the conclusions of the report.
- Write a concise, informative, Executive Summary.
- Correctly interpret common data presentation formats.
- Detect common errors in the interpretation of reported results, e.g., failure to properly weigh the data elements, improper use of averaging, gross sampling errors, and inadequate controls.
- Detect and eliminate information, discussion, and conclusions which are irrelevant to the purpose of the report.
- Consolidate the results of related reports to draw justifiable conclusions.
- Recognize when report data cannot correctly be compared due to differences in the way in which data were collected.

### CLASS SIZE

Individual, self-paced

### LENGTH 48 hours

### LOCATION

Employee work site  
or home

### WHO SHOULD ATTEND

Employees who have a need to improve their skills in the analysis and consolidation of official reports

### ENROLLMENT

Access the enrollment system at  
<https://www.academy.jccbi.gov/ama310c/default.asp>.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Measuring Organizational Performance  
([FAA01254](#))